



## Office of the Mayor

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December 11, 2023

Elizabeth Alba, City Manager  
City of Sunnyside  
818 E. Edison Avenue  
Sunnyside, WA 98944

Dear Elizabeth,

The City Council met on Monday, December 4, 2023, in Executive Session to review your performance as City Manager for the period ending December 31<sup>st</sup>, 2023.

Your employment agreement with the city requires that you receive a summary of that performance evaluation. The attached review is a composite evaluation representing the entire City Council.

Some areas within the evaluation were marked "N/A" as the City Council felt that we did not have enough information to properly evaluate your performance. These items were not used in your overall evaluation and did not affect the overall scores.

The Council evaluated and rated your performance in the following areas either *above average* or *satisfactory*.

<b>Personal</b>	<b>Professional Skills and Status</b>	<b>Relations with City Council</b>
<b>Policy Execution</b>	<b>Reporting</b>	<b>Citizen Relations</b>
<b>Staffing</b>	<b>Supervision</b>	<b>Fiscal Management</b>
<b>Project Management</b>		

There are a few areas of concern that we believe should be addressed in the next evaluation period. Those areas along with a recommended course of action are outlined in the attached City Manager Evaluation Rubric. Items **bolded** in the attached rubric were identified in previous evaluations.

Your next evaluation will be conducted and completed in accordance with the requirements of your employment agreement.

The Council truly appreciates the hard work you and your staff have provided to our community.

We are excited about the future of the city and look forward to our continued partnership.

Sincerely,



Dean Broersma

Mayor, City of Sunnyside

(For and on behalf of the Sunnyside City Council)

**CITY OF SUNNYSIDE  
CITY MANAGER  
PERFORMANCE EVALUATION**

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This form is to be used by each member of the City Council to evaluate the City Manager's performance in each of the areas noted below:

Performance levels can be noted, based on the following scale:

- |            |                        |  |
|------------|------------------------|--|
| <b>1</b>   | <b>= poor</b>          | (rarely meets expectations)  |
| <b>2</b>   | <b>= below average</b> | (usually does not meet expectations)                                     |
| <b>3</b>   | <b>= satisfactory</b>  | (meets performance expectations)   |
| <b>4</b>   | <b>= above average</b> | (generally exceeds performance expectations)                             |
| <b>5</b>   | <b>= excellent</b>     | (almost always exceeds expectations and performs at very high standards) |
| <b>N/A</b> | <b>=</b>               | (insufficient time/not applicable)                                       |

**January 2023 thru December 2023**

**1. PERSONAL**

- |          |  |
|----------|--|
| <u>4</u> | Invests sufficient effort toward being diligent and thorough in the discharge of duties. |
| <u>4</u> | Composure, appearance, and attitude fitting for an individual in his executive position. |

Comments:

- **Overworking is still an issue – need to delegate more responsibility.**
- CM's composure and appearance are impeccable.
- The council has received numerous laudable comments from citizens, other elected and appointed officials in Yakima County.

**2. PROFESSIONAL SKILLS AND STATUS**

- |          |   |
|----------|---|
| <u>4</u> | Possesses knowledge of current developments affecting the management field and continues to learn new developments. |
| <u>4</u> | Commands respect in management profession.  |
| <u>4</u> | Demonstrates a capacity for innovations.  |
| <u>4</u> | Anticipates problems and develops effective approaches for solving them.  |
| <u>4</u> | Demonstrates receptivity to new ideas proposed by others.   |

Comments:

- Keep up channels of communication with Council
- Please include WHO, WHAT, WHERE overview in your weekly report to Council

**3. RELATIONS WITH CITY COUNCIL**

- 4 Carries out directives of the Council as a whole rather than those of any one Council member.
- 4 Assists the council on resolving problems at the administrative level to avoid Council involvement on administrative issues.
- 4 Assists the Council in establishing policy, while acknowledging the ultimate authority of the Council.
- 4 Responds with appropriate information to requests for information or assistance by the Council.
- 4 Demonstrates receptivity to new ideas proposed by Council members.

Comments:

- The council would like the CM to utilize the Council Standing Subcommittees to introduce new items before bringing them to the full Council.
- The council would like to ensure that the Mayor and Deputy Mayor approve the Council's agenda before it is published.

**4. POLICY EXECUTION**

- 4 Implements Council action in accordance with the intent of the Council.
- 4 Supports the actions of the Council after a decision has been reached.
- 4 Enforces City policies
- 4 Understands City's laws.
- 4 Reviews enforcement procedures periodically to improve effectiveness.
- 4 Offers workable alternatives to the council for changes in ordinances or policies when impractical in actual administration.

Comments:

- The council believes that the CM has demonstrated during the rating period that she possesses all the skills necessary for her position.
- The council was impressed with the CM's knowledge of municipal finance operations.
- The council was very pleased with the results of the State Audit.

**5. REPORTING**

3 Provides the Council with reports concerning matters of importance to the City.

3 Prepares accurate and comprehensive reports.

3 Prepares a sound agenda, which deals with matters in an effective manner and focuses Council attention on policy issues.

Comments:

- Timely, consistent reports from Department Heads
- Delegate tasks & reports

**6. CITIZEN RELATIONS**

3.5 Responds to complaints from citizens.

4.5 Demonstrates dedication to the community and its citizens.

4 Displays skill with the news media, avoiding political positions and partisanship.

4 Displays capacity to listen to others and to recognize their interests – works well with others.

4 Demonstrates willingness to meet with members of the community to discuss their real concerns.

4 Works effectively with other public officials.

4 Works effectively with other entities within the City.

Comments:

- Ensure proper follow-up is taken on all citizen complaints.
- CM has demonstrated a willingness to listen and offer workable solutions.
- Community Forums were a welcome addition to public outreach efforts.

## 7. STAFFING

- 3 Recruits and retains competent personnel for City positions.
- 3 Demonstrates awareness of weak or indifferent personnel and works to improve their performance.
- 3 Displays concern about employee relations and works to improve communication at all levels of the organization.

Comments:

- The council was pleased with the personnel hires made during the rating period.
- The council would like to ensure that all personnel hires are being made with sustainable funding as opposed to one-time funds.
- **The council would like to be briefed on any department head, staff, or employee evaluation programs.**
- **Succession plans and promotions from within should be the focus.**

## 8. SUPERVISION

- 4 Encourages department managers to make decisions within their own jurisdictions without City Manager approval, yet maintains general control of administrative operations.
- 4 Develops a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the City Manager's office.
- 3 Evaluates personnel periodically, and points out management weaknesses and strengths.

Comments:

- CM is well-liked amongst all city staff
- **The council is unaware of any evaluation programs being conducted by the CM.**

## 9. FISCAL MANAGEMENT

- 4 Prepares a balanced budget to provide services at a level directed by the Council.
- 4 Makes the best possible use of available funds, conscious of the need to operate the City efficiently and effectively.
- 4 Prepares budget in an intelligent format.

5 Possess awareness of the importance of financial planning and control.

Comments:

- The council is extremely impressed with the CM's knowledge and understanding of municipal finance and municipal operations.

**10. PROJECT MANAGEMENT**

N/A Develops procedures that assure systematic progress, timely closure, and effective tracking of projects.

Comments:

N/A – The council is unaware of any project management tools that the CM is using to track projects.

**11.** What would you identify as the results achieved during the evaluation period as representative of the strengths of the City Manager?

- Personnel Management
- Balanced Budget
- Clean Auditor's Report

**12.** What performance areas would you identify as needing improvements? Why? What constructive, positive ideas can you offer the City Manager to improve these areas?

- **Communication with the Council needs to be improved.**
- **Weekly reporting needs to be on time, accurate and informative.**
- **The council should be made aware of any communication with the media.**

**13.** Other Comments: None.



Dean Broersma

Mayor, City of Sunnyside

(For and on behalf of the Sunnyside City Council)